

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

DEPT OF VETERANS AFFAIRS  
PO BOX 942895 ROOM 403  
SACRAMENTO, CA 94295-0001



Employee Name	CHAVEZ, ROCKY
Expense Dates	08/17/10-09/07/10
Total Expense Amount	1554.21
Amount Due Employee	333.23
Form ID	TEA000739218

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	08/17	Road Tolls	9.00	
2)	08/19	Railroad Fare	6.50	
3)	08/19	Taxi Fare	13.00	
4)	08/23	Gasoline	13.40	
5)	08/23	Taxi Fare	35.00	
6)	08/25	Taxi Fare	35.00	
7)	08/25	Gasoline	34.14	
8)	08/29	Taxi Fare	35.00	
9)	09/07	Gasoline	14.69	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved by: \_\_\_\_\_

JOHN P TREMBLAY

## Travel & Expense Account Summary

Employee Name                      ROCKY CHAVEZ  
Expense Dates                      08/17/10-09/07/10  
Report Name                        RC's Travel August 2010

Request Total    \$    1554.21  
Direct Charge Total    -    1220.98  
Travel Advances    -        0.00  
Net Due Employee    =    333.23

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	WLA	450.83
Regular Travel	Long Beach	537.02
Regular Travel	Camp Pendleton	465.86
Regular Travel	Armed Forces	100.50

NOTE: (d)=Direct Charge

DATE	Tue Aug 17									TOTAL
Mileage, Personal Auto	91.50									91.50
Road Tolls	9.00									9.00
<b>TOTALS \$</b>	<b>100.50</b>									<b>100.50</b>

DATE	Thu Aug 19	Mon Aug 23								TOTAL
Commercial Air Fare (d)	361.40									361.40
Railroad Fare	6.50									6.50
Taxi Fare	13.00	35.00								48.00
Auto Rental (d)		36.56								36.56
Gasoline		13.40								13.40
<b>TOTALS \$</b>	<b>380.90</b>	<b>84.96</b>								<b>465.86</b>

**Travel & Expense Account  
Summary**

DATE	Wed Aug 25	Sun Aug 29								TOTAL
Taxi Fare	35.00	35.00								70.00
Commercial Air Fare (d)	164.70	180.70								345.40
Auto Rental (d)	83.48									83.48
Parking, Auto	4.00									4.00
Gasoline	34.14									34.14
<b>TOTALS \$</b>	<b>321.32</b>	<b>215.70</b>								<b>537.02</b>

DATE	Fri Sep 3	Mon Sep 6	Tue Sep 7							TOTAL
Commercial Air Fare (d)	180.70		161.70							342.40
Mileage, Personal Auto		42.00								42.00
Auto Rental (d)			51.74							51.74
Gasoline			14.69							14.69
<b>TOTALS \$</b>	<b>180.70</b>	<b>42.00</b>	<b>228.13</b>							<b>450.83</b>

<p style="text-align: center;"><b>Travel &amp; Expense Account Summary &amp; Detail</b></p>
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Armed Forces	08/17/10	Mileage, Personal Auto	91.50	Cash
Regular Travel	Armed Forces	08/17/10	Road Tolls	9.00	Cash
Regular Travel	Camp	08/19/10	Commercial Air Fare	361.40	Direct Charge
Regular Travel	Camp	08/19/10	Railroad Fare	6.50	Cash
Regular Travel	Camp	08/19/10	Taxi Fare	13.00	Cash
Regular Travel	Camp	08/23/10	Auto Rental	36.56	Direct Charge
Regular Travel	Camp	08/23/10	Gasoline	13.40	Cash
Regular Travel	Camp	08/23/10	Taxi Fare	35.00	Cash
Regular Travel	Long Beach	08/25/10	Taxi Fare	35.00	Cash
Regular Travel	Long Beach	08/25/10	Commercial Air Fare	164.70	Direct Charge
Regular Travel	Long Beach	08/25/10	Auto Rental	83.48	Direct Charge
Regular Travel	Long Beach	08/25/10	Parking, Auto	4.00	Cash
Regular Travel	Long Beach	08/25/10	Gasoline	34.14	Cash
Regular Travel	Long Beach	08/29/10	Commercial Air Fare	180.70	Direct Charge
Regular Travel	Long Beach	08/29/10	Taxi Fare	35.00	Cash
Regular Travel	WLA	09/03/10	Commercial Air Fare	180.70	Direct Charge
Regular Travel	WLA	09/06/10	Mileage, Personal Auto	42.00	Cash
Regular Travel	WLA	09/07/10	Auto Rental	51.74	Direct Charge
Regular Travel	WLA	09/07/10	Commercial Air Fare	161.70	Direct Charge
Regular Travel	WLA	09/07/10	Gasoline	14.69	Cash

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Employee Name	CHAVEZ, ROCKY
Expense Dates	09/09/10-09/22/10
Total Expense Amount	932.41
Amount Due Employee	166.26
Form ID	TEA000739956

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	09/12	Taxi Fare	35.00	
2)	09/15	Gasoline	28.90	
3)	09/17	Taxi Fare	35.00	
4)	09/17	Gasoline	5.86	
5)	09/19	Taxi Fare	35.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved by: \_\_\_\_\_

**JOHN P TREMBLAY**

## Travel & Expense Account Summary

Employee Name                      ROCKY CHAVEZ  
Expense Dates                      09/09/10-09/22/10  
Report Name                        RC's Travel September 2010

Request Total    \$     932.41  
Direct Charge Total    -     766.15  
Travel Advances    -        0.00  
Net Due Employee    =     166.26

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	All Hands	10.50
Regular Travel	UC Irvine	479.00
Regular Travel	Fresno	65.51
Regular Travel	GLAHS	377.40

NOTE: (d)=Direct Charge

DATE	Thu Sep 9	Sun Sep 12								TOTAL
Commercial Air Fare (d)	161.70	180.70								342.40
Taxi Fare		35.00								35.00
TOTALS \$	161.70	215.70								377.40

DATE	Wed Sep 15									TOTAL
Auto Rental (d)	36.61									36.61
Gasoline	28.90									28.90
TOTALS \$	65.51									65.51

# **Travel & Expense Account Summary**

DATE	Fri Sep 17	Sun Sep 19								TOTAL
Taxi Fare	35.00	35.00								70.00
Commercial Air Fare (d)	164.70	180.70								345.40
Breakfast	6.00									6.00
Auto Rental (d)	41.74									41.74
Gasoline	5.86									5.86
Lunch	10.00									10.00
<b>TOTALS \$</b>	<b>263.30</b>	<b>215.70</b>								<b>479.00</b>

DATE	Wed Sep 22									TOTAL
Mileage, Personal Auto	10.50									10.50
<b>TOTALS \$</b>	<b>10.50</b>									<b>10.50</b>

<p style="text-align: center;"><b>Travel &amp; Expense Account Summary &amp; Detail</b></p>
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	GLAHS	09/09/10	Commercial Air Fare	161.70	Direct Charge
Regular Travel	GLAHS	09/12/10	Commercial Air Fare	180.70	Direct Charge
Regular Travel	GLAHS	09/12/10	Taxi Fare	35.00	Cash
Regular Travel	Fresno	09/15/10	Auto Rental	36.61	Direct Charge
Regular Travel	Fresno	09/15/10	Gasoline	28.90	Cash
Regular Travel	UC Irvine	09/17/10	Taxi Fare	35.00	Cash
Regular Travel	UC Irvine	09/17/10	Commercial Air Fare	164.70	Direct Charge
Regular Travel	UC Irvine	09/17/10	Breakfast	6.00	Cash
Regular Travel	UC Irvine	09/17/10	Auto Rental	41.74	Direct Charge
Regular Travel	UC Irvine	09/17/10	Gasoline	5.86	Cash
Regular Travel	UC Irvine	09/17/10	Lunch	10.00	Cash
Regular Travel	UC Irvine	09/19/10	Commercial Air Fare	180.70	Direct Charge
Regular Travel	UC Irvine	09/19/10	Taxi Fare	35.00	Cash
Non-Travel Expenses	All Hands	09/22/10	Mileage, Personal Auto	10.50	Cash